**Dunstable Town Council**

**Finance and Support Services**

**JOB SPECIFICATION**

**Job Title:** Finance Officer (20 hours part-time)

**Department:** Town Clerk and Chief Executive’s Office

**Responsible to:** Head of Finance

**Responsible for:** No-one

**Main Purpose of Job**

1. To assist in the management, development and co-ordination of the Council’s accounting, costing and financial management arrangements.

2. To provide a service which facilitates the preparation of annual budgets, closure of accounts and a high quality support to budget holders during the year.

3. To administer all receipts and payments due to/from the Council.

**Main Duties**

1. To administer and maintain the Council’s accounting systems, including ordering procedures, purchase ledgers, sales ledgers and cash books.

2. To co-ordinate the Council’s financial transactions and assist in the preparation of monthly payment schedules.

3. To liaise with all service areas to ensure all sales invoices are raised within the required timescale, income collected, and monies banked accordingly from all Town Council activities, including subsequent credit control.

4. To assist in the completion of month end procedures, including bank reconciliation on all cash books.

5. To analyse and complete quarterly VAT returns and provide accurate data to allow analysis in compliance with rules relating to partially exempt activities.

6. To assist in the year end closure of accounts, meeting internal and legislative deadlines and applying relevant accounting standards and legal requirements, liaising with the external Auditor where necessary.

7. To assist in the preparation of formal monthly budgetary control reports and the development and implementation of monitoring systems.

8. To analyse and maintain corporate records of sales through Priory House, Creasey Park and the Splash Café and ensure stock takes are undertaken within the required timescale and reporting thereon.

9. To maintain and regularly update the Council’s Asset Registers, Quotes and Tenders and Licence and Agreements files, providing information for audit as required.

10. To maintain and regularly update the Council’s vehicle and equipment inventory, providing accurate information to ensure adequate insurance cover is maintained and to assist in processing any insurance claims.

11. To provide advice and guidance to staff on the Council’s financial procedures.

12. To work across the Council on all aspects of finance (including procurement methods) and support services and assist in identifying, monitoring and reporting on relevant issues.

14. To assist in the preparation of the Council’s budget book and Statement of Accounts and any other publications as required.

15. To assist in the development and implementation of support functions, including the preparation and maintenance of systems for recording data.

**Person Specification**

**Essential**

1. Hold a professional qualification (CCAB/CIPFA) and/or have at least 2 years experience of business accounting.

2. Practical experience of budget preparation and monitoring

3. Practical experience of preparing end of year accounts, vat returns and bank reconciliations.

4. Proven experience in use of ICT and preparation and maintenance of databases.

5. Software literate in the use of financial information systems.

6. Accurate data entry.

7. Knowledge of accounting principles, legislation and regulations

8. Excellent communication skills – ability to convey financial issues to non-financial managers

9. Ability to communicate and obtain information accurately and concisely with good interpersonal skills to persuade and influence others

10. Good administrative skills

11. Ability to manage own workload and meet set timescales.

12. Ability to work effectively within a team as well as using own initiative.

**Desirable**

1. Previous relevant Local Authority finance experience

2. Membership of appropriate professional body (ACCA, CIPFA, CIPD)

**Complexity and Creativity**

This is a complex role which involves financial and operational support across all Council services and the post holder will be of strong enough character and personality to administer a wide variety of functions in order to fulfil the role.

The post holder will play a key role in ensuring all financial and information systems are developed and maintained in accordance with internal procedures, Council policies and relevant legislation.

The post holder will be expected to participate in a diverse range of functions and services, which will require a high level of flexibility, diplomacy and confidentiality.

**Judgement and Decisions**

This is a varied role which requires the post holder to manage their workload efficiently, meeting fixed internal and legislative timescales. Failure to comply with financial legislation would have serious repercussions on the Council.

The post holder will be required to interpret financial information and provide accurate and timely reports which will be communicated to the Corporate Management Team to ensure that operational needs are properly identified, programmed and effectively delivered.

**Contacts**

**Internal 80%**

Members, Corporate Management Team, all Council staff

**External 20%**

Members of the public, customers, suppliers, contractors, Council financial advisors